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Advanced Photon Source

Web Publication Policy

Section where used:

All APS employees who are web site contributors or web content owners.

Changes made in this revision:

- Updates made throughout procedure

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Web Publication Policy

1 INTRODUCTION

The Advanced Photon Source (APS) web site consists of several hundred thousand content pages and supporting files. Content is managed with the Drupal open-source content management system, which is also hosted in-house.

Many APS employees maintain the web site in two roles: content editor and site administrator (see Section 3.1). Though the APS encourages employees to contribute to the web site, these individuals are required to meet specifications for consistency of content, visual appearance and branding standards, usability, and continuous review and maintenance of pages as spelled out in this document.

1.1 Scope

This policy states that web content at the APS should:
- Comply with U.S. Department of Energy (DOE), Argonne, and APS standards
- Be current, consistent, accurate, authoritative, and accessible
- Only contain information that relates to the operations and research functions of the APS
- Meet or exceed the recommended practices for web design as specified by the DOE, Argonne, and the World Wide Web Consortium (W3C),.

1.2 Applicability

This policy provides guidance for authors of public-facing (external) web content and pages hosted on the main APS web server. Some topics, such as security and content ownership, are also relevant to private (internal) web pages and secondary web servers. For more information on the differences between external and internal content, see section 3.2.

Specific applicability is indicated within each section as follows:

Applies to:
- *External:* public-facing web content on the primary APS web server, excluding exempt sites, as defined in section 1.3.
- *Internal:* web content on the primary APS web server with access limited to APS or Argonne domains only, excluding exempt sites (see section 1.3).
- *All:* any web content stored on any web server at the APS, **including exempt sites.**

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1.3   Exemptions

There are several content types to which some requirements in this policy do not apply. The following items are currently exempt from certain requirements:

- Professional-page sites, as defined in section 3.8
- Commercial, open-source, or collaborative web software that cannot conform to design or content requirements for technical reasons (e.g., wikis, forums, mailing list archives, etc.)

If you have questions about the applicability of this policy to your web content, please contact webmaster@aps.anl.gov.

1.4   References

- Argonne Brand Identity Guidelines:
  http://inside.anl.gov/category/communications/visual-identity
- Department of Energy Web Policies:
  http://www.energy.gov/webpolicies.htm
- Argonne PII Information:
- http://inside.anl.gov/pages/personally-identifiable-information-pii
- Argonne Web Style Guide
  https://www-cms.anl.gov/sites/anl.gov/files/argonne-style-guide.pdf

2   ASSOCIATED POLICIES FOR WEB PUBLICATIONS

2.1   Legal

2.1.1   Copyright

Applies to: All

See SCITECH-4 *Use of Copyrighted Information*.

2.2   Privacy/Security Notice

Applies to: All

Pages in the anl.gov domain should contain a link to the Argonne Privacy and Security notice at http://www.anl.gov/privacy-security-notice. This link is built into the APS web template design.

2.3   APS Sponsors and Acknowledgement

Applies to: All

The APS web templates contain links to the funding sources and parent organizations. All web pages should contain these links and logos, unaltered.

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See also: *Scientific, Technical and Business Information Manual*, *section 3.3.1, Acknowledgement of Argonne and Sponsor Support*.

3   WEB CONTENT MANAGEMENT

3.1   Content Editors and Site Administrators

Applies to: All

Content Editors maintain web content. That content is approved by the group leader, or person designated by the group leader, using the Workbench module.

Site Administrators oversee the functionality of the website.

3.2   Internal and External Content/Controlled Documents

Applies to: All

Four security groups are used for all web content, but there are three primary security groups that most APS web content falls into: Public, Argonne only, and APS only. It is the discretion of the content owner whether a document should be considered *Internal* to Argonne or APS or *External* (visible to the public Internet.)

However, some documents are deemed *Controlled* and should not be posted to any location other than the APS integrated content management system (ICMS), and then published (if necessary) to the web at https://www1.aps.anl.gov/Document-Central. Controlled documents include:

- official policies and procedures
- safety documents such as incident reports or requirements
- reference documents central to the operation of the APS

The APS Policy/Procedure Administrators (PPAdmins) are responsible for the content on the Document Central page. See the APS policy on Managing APS Documents Policy, APS_1273342 for more information. If you have one or more documents you feel should be added to https://www1.aps.anl.gov/Document-Central, or questions concerning controlled documents, contact webmaster@aps.anl.gov.

3.3   Securing Web Content

Applies to: External and Internal

There are several ways to limit access to web pages and/or encrypt web content in transit.

1) **Maximum Security (APS Only with Encryption):** to make your content visible to the APS network only, and to encrypt content in transit, contact webmaster@aps.anl.gov.

2) **Visible to Public, with Encryption:** to make your content visible to the public Internet and encrypted in transit, contact webmaster@aps.anl.gov.

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3) **Authentication:** In addition to the two methods detailed above, username and password protection may be applied to any directory on the *encrypted* APS web site to provide an additional layer of security. Common methods include the use of a shared username and password combination, or the use of the APS Operations server to authenticate users with their regular APS username and password. Contact webmaster@aps.anl.gov.

3.3.1 Automatic Publishing from the APS Integrated Content Management System

Applies to: All

If a document is currently stored in the ICMS, it is best to link to the ICMS version instead of posting a copy on the web. However, the ICMS is not visible outside the APS network, so documents will not be accessible to the general public. One solution for this issue is to use automated software tools to publish documents from the ICMS to the web on a scheduled basis. Relevant security restrictions must be applied. Contact webmaster@aps.anl.gov for assistance.

3.4 Maintaining Content

Applies to: All

Web content must be reviewed by the content editor's group leader (or designee) to verify that the content being maintained continues to meet the criteria specified in section 3.4.1 of this document. Pages that comprise primary sections (direct links) on the APS home page should be reviewed quarterly. It is the responsibility of content owners to ensure that their web content is accurate and current. Editing content on the Drupal servers will place the page into draft mode and require review before publishing again.

3.4.1 Review Criteria for Web Content

During a review, content owners should verify that pages within their jurisdiction are:
- APS related
- Functional – no broken links, incorrect search or menu options
- Written in plain language, with no grammatical errors
- Relevant to the business functions of the APS
- Appropriate for the access level of the page (public/intranet)
- Owned and maintained by one or more **current** APS employee(s)
- Free of orphaned content (files that are no longer linked from any page)
- Not duplicative of information available elsewhere

3.5 Personally Identifiable Information (PII)

Applies to: All

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Information on PII can be found on Argonne's Personally Identifiable Information page.

Storing PII on the APS web server is not allowed, per Argonne's Cyber Security Policy. Gathering PII is allowed, but increased security must be enforced (for example, network traffic must be encrypted and validated.) More information about gathering data is located in section 4.6. If you need to gather PII, contact webmaster@aps.anl.gov.

3.6 Content Retention

Applies to: External and Internal
APS IT maintains a 3-month backup of all files on the primary web server.

3.8 Professional Pages

Applies to: All
The APS allows hosting of work-specific web pages, as long as the sites are job-related in nature and the content is work-related. Employees or users who wish to host content that is not related to their job function should procure their own private web space via a commercial service provider.

Note that, like all other pages on APS servers, professional pages cannot contain any copyrighted material without written consent from the copyright owner. This includes published articles or journals, media files, etc. Even if you are the author of a published article, the publisher retains the copyright, and you cannot post it to the web without written consent. See section 2.1.1 for more information.

3.9 Project or Affiliated Group Sites

Applies to: All
The APS hosts web sites for projects or groups that are partially or entirely connected to Argonne or the APS. Some examples include the EPICS software web site and the Illinois Accelerator Institute, which is a joint project operated by the APS and Fermilab. In this scenario, the APS acts as a service provider and is not responsible for dictating the look and feel or content of the web sites. However, the APS reserves the right to discontinue service to any group or project that distributes illegal or unprofessional material, at the discretion of APS management.

3.9.1 Subdomains and .org Domains

Applies to: All
APS IT can register subdomains of aps.anl.gov or anl.gov, or full domains outside of the .gov suffix. Some examples of sites that currently are hosted by the APS:

http://www.aai.anl.gov
http://www.illinoisacceleratorinstitute.org/
http://www.hpsync.org

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Information on [Procuring and Registering a non-anl.gov Domain Name](#) is available on an Argonne Wiki page.

To request a subdomain or full domain, your project or organization must have a specific need to be identified outside the parent organizations of the APS and Argonne. New .org domain registrations require a cost code. For more information, submit a helpdesk request or contact webmaster@aps.anl.gov.

4   PRESENTATION AND DESIGN REQUIREMENTS

4.1   Identity Requirements and Logos

Applies to: External

The APS is required to comply with Argonne's Visual Identity Guidelines for public-facing web sites. Visit http://inside.anl.gov/category/communications/visual-identity for more info about Argonne identity requirements.

Non-Argonne logos are not allowed – this includes division logos such as the APS "rainbow" and any other branding-related identities. Legacy documents that contain division logos should be updated.

5   FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)[*] to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

[*] https://www1.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form

APPENDIX: TECHNICAL INFORMATION

a) The APS Web Server

The APS web server is a Linux server, located at epics.aps.anl.gov. It contains several document roots:

- /Drupal: the public, production APS web site, visible to the Internet.
    - URL: https://www1.aps.anl.gov
- /Public: the public, production APS web site, visible to the Internet.
    - URL: http://www.aps.anl.gov
        - New content should not be placed on this server.
- /Public3: traffic is encrypted, and site access is internal to the APS by default. Some items are made visible to the Internet on a case-by-case basis.
    - URL: https://www.aps.anl.gov

To obtain access to the APS web server, submit a helpdesk request or email webmaster@aps.anl.gov. Include your name and reason for access.

b) Connecting to the APS Web Server

You may connect to the APS web server (epics.aps.anl.gov) using Samba (SMB), SSH/SFTP, or NFS. Windows is the recommended platform for basic web editing, and Mac OS is also supported.

c) Drupal Documentation

Documentation for using Drupal to update APS web pages is available in ICMS; see the Documentation subfolder of the Drupal library folder; or directly go to one of these documents:

APS_1676214 Using Drupal to Add Content to APS Group/Area Webpages
APS_1676216 Using Drupal to Add APS News and Science Highlights Articles